

# IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼

## HUMAN RESOURCES ENTERPRISE

### RETIREMENT INVESTMENT OFFICER 4

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#### DEFINITION

Leads others and participates as an investment officer for the Iowa Public Employees Retirement System (IPERS); performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

#### WORK EXAMPLES

Assists supervisor by performing such duties as instructing employees, answering questions, distributing and balancing the workload, and checking work; may make suggestions on selection, promotions and reassignments.

Oversees one or more of IPERS' public market or private market investment portfolios, including for each portfolio participation in portfolio structure decisions and selection of external investment management firms ("managers"), negotiation of contracts and other agreements with managers and other service providers, evaluation of managers' performance and contract compliance, and recommending terminations or additions to the portfolio's manager roster.

Participates in the administration of the investment program of the system to enhance investment income; establishes and maintains extensive involvement with external investment firms and consultants.

Participates in the development and revision of the System's Investment policy, as adopted by the IPERS Investment Board, including recommendations on asset allocation, performance benchmarks, portfolio composition, investment manager retention and termination, and use of peripheral investment programs and instruments.

Participates in the review of the System's actuarial reports and soundness, and in the development and revision of actuarial funding and expenditure policies.

Manages significant elements of the system's investment program, in accordance with existing and developing investment concepts.

Oversees the investment of retirement trust fund cash assets in various short-term investment vehicles.

Participates in the periodic meetings of the IPERS Investment Board and provides advice to the Board on various topics.

Manages the work relationship of various investment institutions currently under contract with IPERS; meets with various existing contractors and evaluates the success of current investment relationships.

Meets with senior representatives of financial institutions throughout the country to analyze and critique potential investment programs for utilization by IPERS; examines a variety of source material to determine the applicability of the opportunities.

Represents the IPERS investment program at various industry, regional or national meetings.

#### COMPETENCIES REQUIRED

Knowledge of the basic characteristics of all forms of stocks, bonds, and short-term investments.

Knowledge of venture capital and special entity portfolio management.

Knowledge of corporate and financial accounting systems.

Knowledge of the basic concepts and terminology or actuarial science as applied to pension systems.

Knowledge of state and federal laws, regulations, and policies governing public retirement systems.

Knowledge of stock and bond portfolio management.

Knowledge of the economic and political factors affecting interest rates and stock prices.

Knowledge and understanding of financial requirements of a wide variety of business enterprises.

Ability to analyze and interpret accurately financial statements and documents which are submitted in relation to pending or completed negotiations.

Ability to express oneself in English clearly and concisely, orally and in writing.

Ability to travel, meet with investment consultants and managers, and attend investment seminars and conferences to maintain current knowledge in the investment field.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited four-year college or university with major emphasis in business administration, accounting, finance or investments and experience equaling seven years of full time institutional investment work for a stock exchange, investment or banking firm or institutional investor, public or private pension system or treasurer's office;

OR

an equivalent combination of education and experience substituting one year of full time work experience for each year of the required education to a maximum substitution of four year;

OR

successful completion of each level of the chartered financial analyst examination may be substituted for one year of the required experience to a maximum of three years;

OR

employees with current continuous experience in the state executive branch that includes experience equal to twenty-four months of full time experience as a Retirement Investment Officer 3.

Effective Date: 11/98 BW/KC